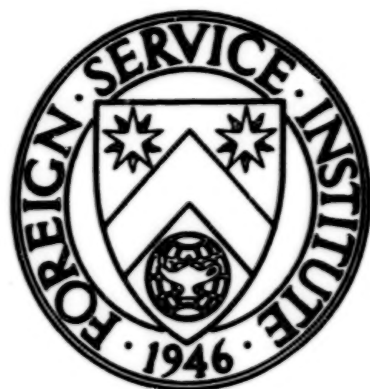


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1988 - 1989

FOREIGN SERVICE INSTITUTE SCHEDULE OF COURSES

COMPLETED

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1492/11

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ADMISSIONS, CANCELLATIONS AND WITHDRAWAL

Admission to the Foreign Service Institute and attendance at its courses is, for the most part, limited to employees of the U.S. Government; in certain cases, to legal adult (18) members of their families, pursuant to Sections 701 and 704 of the Foreign Service Act of 1980, Section 304 of the Civil Service Reform Act of 1978, Title IV of the Information and Educational Exchange Act of 1948, and Section 607 of the Foreign Assistance Act of 1961; and to employees and officials of state and local governments as authorized by Section 4742 of Title 42, United States Code (section 302 of the Intergovernmental Personnel Act). The term "U.S. Government employees" may include members of Congress, their spouses and members of staffs. Courses in language training and orientation are open to dependents of employees of the Government being assigned abroad. Orientation courses for family members include area studies and all courses offered by the Overseas Briefing Center.

All applications for admission must be approved by employee's or family member's sponsoring agency, except in the case of tuition free courses (e.g. Overseas Briefing Center courses). Department of State sponsored training must be approved by bureau training officers. Full-time language training for State employees must also be approved by PER/FCA. All functional training for family members must be approved by the Family Liaison Office (M/FLO) at State and by the bureau or sponsoring agency as well. All functional training for family members at FSI is funded by State.

Generally, application for admission will be accepted on a first come, first serve basis irrespective of agency affiliation. Employee applications shall take precedence over those of family members. Special efforts will be made to accommodate those whose assignment abroad is imminent. Applicants who cannot be accepted for lack of space will be given preferred consideration for the next scheduled offering of that course.

Admissions Procedure

Applications for training must be made on Form DS-755 "Request for Training" or appropriate agency application (except for language training which must be made on a DS-755). The application must be fully and correctly completed and, for all but tuition-free courses, approved and signed by an appropriate authority of the employee's or family member's bureau or agency. The application should be submitted to the Office of the Registrar at least three (3) weeks prior to the start of the course. No student will be admitted to class without first having submitted an approved Training Request Form. A separate form must be submitted for each course. To extend the period of training, change to another date, or substitute one course candidate for another, a separate DS-755 or appropriate agency application must be submitted. Questions regarding enrollment should be directed to the FSI Registrar's Office, 235-8727.

Following are instructions for completing the DS-755:

Please type and complete all sections of the form.

1. The employee's full name must be used (not a nickname). The phone and room numbers are necessary for FSI to call or mail information since agency telephone directories are often out of date.
2. The correct course number and title are found in the FSI Schedule of Courses and Departmental announcements.
3. & 4. The beginning date, ending date and length of course are found in the FSI Schedule of Courses and Departmental announcements.
5. Show the parent or employing agency of the nominee, and not the agency to which the nominee may be temporarily assigned or detailed at the time of nomination.

6. If the nominee is a State Junior Foreign Service Officer and is under the jurisdiction of the Junior Officer Program (FSI/JOPC), please mark in the space provided. If there is a question regarding status of nominee, call 235-8797. Include employee's grade or class.

7., 8. & 9. It is important that these sections be filled in. This information is needed for statistical reports and for issuing academic transcripts. The date of birth and the social security number provides access to the student enrollment system. Failure to provide this information could result in the applicant not being able to attend the course.

10. Fill in the applicant's present assignment and proposed office or post of assignment if known. This is needed by FSI to assure appropriate training and to enable the employee to receive per diem, if entitled.

11. This section should be used for nominees from agencies other than State.

12. The civil service training codes must be filled in for all State civil service employees. This information is needed for a semi-annual report to the Office of Personnel Management, but is not required for Foreign Service employees.

13. For STATE, USIA, AID and USDA: If the position to which the student is being assigned is language designated, fill in the position number after "LDP" and the required S/R levels after "LEVEL", e.g. S-3/R-3. (For STATE only, indicate on this line whether the student is on language probation).

FOR ALL OTHER AGENCIES: The LEVEL section of this line may be used to indicate specific course objectives in terms of S/R levels. The remainder of the line should be left blank.

14. Type name of training officer and phone number. Sign.

15. This section should be used for nominees from agencies other than STATE and can be calculated from the FSI Tuition Rate Schedule or by calling 235-8815 or 235-8727.

16. This section is for the signature of the agency's officer authorized to commit funds. Not required for State students.

17. A security clearance of Top Secret should be shown if nomination is made for a course of study requiring security clearance.

18. This space is for the signature of the applicant's immediate supervisor.

19. If employee is participating in a development program such as Upward Mobility, Management Development, etc., type in the name of the program.

20. This section should be used for any additional information.

Cancellation and Withdrawal Procedures for FSI Courses

In order for FSI to hold to a minimum the number of students who must be denied admission to a course because of space limitations, it is essential that the Registrar be informed promptly if any prospective enrollment should be cancelled. In any case cancellations must be received in the Registrar's Office one working day before the course begins. Students in language and language/advanced area training may be withdrawn on written notice at any time after the course starts. To withdraw officially a student who has attended one or more sessions of a course, the appropriate training officer should notify the Office of the Registrar by phone immediately. In the case of paying agencies, the telephone request must be confirmed by a memorandum signed by the training officer, stating the reason for the withdrawal. Agencies will not be billed for a student whose withdrawal has been officially approved by the Foreign Service Institute.

Specialty Arranged Language Training

Students who apply less than 30 days before a scheduled start, who seek training in languages not listed with starting dates or for lengths of time other than those listed on the schedule, or who are not beginners will be accommodated in regular ongoing classes. In exceptional circumstances or when regular classes are not scheduled, the following types of special training may be arranged when resources are available. They will involve payment of special tuition rates.

- a. Tutorial Training: Full-time intensive training for one student.
- b. HILT (High Intensity Language Training): For persons with high competence in a closely related language—for one or two students.
- c. Part-Time Individual Training: Less than full-time intensive training for one student.
- d. Refresher Opportunity: A brief full-time individualized program to renew a "rusty" proficiency of S-3 or better for persons who have been away from the language for several years.

Further information concerning the types of training listed above may be obtained by calling the appropriate language department.

ROMANCE LANGUAGE DEPARTMENT - 235-1492

NORTH AND EAST EUROPEAN LANGUAGE DEPARTMENT - 235-9271

ASIAN AND AFRICAN LANGUAGE DEPARTMENT - 235-1540

Additional Instructions for Department of State, AID, and USIA Employees

State Personnel

Employees of the Department of State should transmit their requests for training directly through their bureau training offices for approval. Foreign Service personnel on detail from the Department of State should submit their requests for training to the PER training liaison office, PER/FCA/TL, Room 2807, telephone 647-3093, for approval.

AID Personnel

All requests for training from AID personnel, including those detailed to the Department of State, must be submitted on Form SF-182 and/or AID form 4-470 for language training, and transmitted through the employee's supervisor for signature to the bureau training advisor who will forward it to one of the following as appropriate:

- 1. Area Studies training requests should be sent to M/PM/TD/PCT Ellen Boissevain, Room 209, (SA-2), telephone 653-8627.
- 2. Language training requests should be sent to Ms. Doris E. Hall, M/PM/TD, Room 311, (SA-2), telephone 653-8606.
- 3. Nominations for courses offered by the School of Professional Studies should be sent to: Economic and Commercial Studies, Susan Erickson, M/PM/TD/AST, Room 321, (SA-2), telephone 653-8611; Administrative, Economic, Clerical, Communication Skills, Yvonne L. Williams, M/PM/TD/AST, Room 321, (SA-2), telephone 653-8612.
- 4. Applications for the Seminar on Terrorism should be sent to Terri Cottingham, M/PM/TD/AST, Room 317, (SA-2), telephone 653-8613.

ACDA Personnel

Interested ACDA employees, including personnel on detail to the Department of State, should contact the Agency Training Officer, Nancy Aderholdt, telephone 647-2034.

USIA Personnel

All requests for training from USIA personnel including those detailed to the Department of State must be approved by the USIA Training and Development Division. For information, personnel should call Mrs. Celestine Johnson, USIA Registrar, telephone 523-4397.

Training for Members of Employees' Families

Spouses and adult dependents of State Department employees can enroll in certain FSI courses by obtaining an application for training (Form DS-755) from the employee's bureau training officer, filling it out, and returning the completed form to the training officer.

Families affiliated with agencies other than the Department of State should contact their appropriate training officers to determine the authorization needed, tuition commitment involved, and procedures to be followed.

Family members can enroll in courses offered by the Overseas Briefing Center by phoning or visiting that office: Room 400, SA-3, 235-8784.

SCHOOL OF AREA STUDIES

INTENSIVE AREA STUDIES (AR 210 - AR 290, AR 129) (2 Weeks)

Two-week intensive courses dealing with major regions of the world cover the historical background of a particular region and its principal countries, significant cultural factors in cross-cultural communications, political and economic institutions, major current issues and U.S. relations with the area. Designed for all persons working on or bound for an area for the first time, or returning to it after a prolonged absence, the courses are coordinated by area specialists, and draw on the expertise of speakers from the U.S. and foreign governments, the academic community, the business world, and the media.

PROGRAM	FY-1988												FY-1989						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
INTENSIVE AREA STUDIES																			
Africa (AR 210)	—	9	—	25	—	28	—	2	6	—	8	—	17	—	—	23	—	—	2 Weeks
East Asia (AR220)	—	9	—	25	—	28	—	—	6	—	8	—	—	—	—	23	—	—	2 Weeks
Latin America (AR230)	—	9	—	25	—	28	—	2	6	—	8	—	17	—	—	23	—	—	2 Weeks
Near East/North Africa (AR 240)	—	9	—	25	—	28	—	2	6	—	8	—	17	—	—	23	—	—	2 Weeks
People's Republic of China (AR 250)	19	—	—	—	29	—	—	—	—	—	—	—	24	—	—	—	—	27	2 Weeks
South Asia (AR 260)	—	9	—	25	—	28	—	—	6	—	8	—	17	—	—	23	—	—	2 Weeks
Southeast Asia (AR 270)	—	9	—	25	—	28	—	—	6	—	8	—	17	—	—	23	—	—	2 Weeks
USSR/Eastern Europe (AR 280)	—	9	—	25	—	28	—	—	6	—	8	—	17	—	—	23	—	—	2 Weeks
Western Europe (AR290)	—	9	—	25	—	28	—	2	6	—	8	—	17	—	—	23	—	—	2 Weeks
Canada (AR 129)	26	—	—	—	—	—	—	—	20	—	—	—	—	—	—	—	—	—	1 Week

ADVANCED AREA STUDIES (AR 511 - AR 597)

Advanced Area Studies are given concurrently with language studies. Area and language studies are integrated to form combined courses preparing officers and staff personnel with the capability to communicate cross-culturally and substantively in overseas settings. Organized by country or sub-region, these courses provide a framework for understanding and analyzing the culture, traditions, society, historical legacies, economic and political systems and dynamics, and foreign policies of the countries and areas of assignment. Emphasizing an issue-oriented, professionally relevant context and chaired by recognized area specialists of the School of Area Studies one half day a week, the seminars make use of expert lecturers in and out of the government and include research, reports and discussions. Courses range in length from 20 to 24 weeks, for one semester, or up to 44 weeks for two semesters.

PROGRAM	FY-1988												FY-1989								Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
ADVANCED AREA STUDIES																					
AFRICA																					
Eastern Africa (AR511)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24 Weeks		
Southern Africa (AR 512)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24 Weeks		
Francophone Africa (AR 513)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks		
Lusophone Africa (AR 514)	19	23	—	—	8	—	11	—	20	—	22	—	31	—	—	—	6	—	24 Weeks		
Northern Africa (AR 515)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks		
EAST ASIA																					
People's Republic of China, Hong Kong & Taiwan (AR521)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks		
Japan (AR 522)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks		
Korea (AR 523)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks		
LATIN AMERICA																					
Mexico (AR 531)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks		
Central America/Spanish Caribbean (AR 532)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks		
Andean Republics (AR 533)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks		
Southern Cone (AR 534)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks		
Brazil (AR 535)	19	23	—	—	8	—	11	—	20	—	22	—	31	28	—	—	6	—	20 Weeks		
Haiti (AR 536)	— As Demand Warrants —																				
Suriname (AR 537)	— As Demand Warrants —																				

PROGRAM	FY-1988												FY-1989						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
NEAR EAST/NORTH AFRICA																			
Arabian Peninsula (AR 541)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
Fertile Crescent (AR542)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
Greece, Turkey, Cyprus (AR 543)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
SOUTH ASIA (AR 560)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
SOUTHEAST ASIA																			
Insular Southeast Asia (AR 571)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
Mainland Southeast Asia (AR 572)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
USSR/EASTERN EUROPE																			
USSR (AR 581)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
East Central Europe (AR 582)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
Balkans (AR 583)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
WESTERN EUROPE																			
Iberia (AR 591)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks
French Speaking Europe (AR 592)	19	23	—	11	8	7	11	16	20	—	22	19	31	28	—	9	6	6	20 Weeks
German Speaking Europe (AR 593)	—	23	—	—	8	—	11	—	20	—	22	—	31	28	—	—	6	—	20 Weeks
Italy (AR 594)	19	23	—	—	8	—	11	—	20	—	22	—	31	—	—	—	6	—	20 Weeks
Benelux (Netherlands) (AR 595)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
Nordic Countries (AR 596)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	24/44 Weeks
Canada(AR 597)	— As Demand Warrants —																		

SCHOOL OF LANGUAGE STUDIES

INTENSIVE LANGUAGE/AREA TRAINING

This training is a full time assignment for the full number of weeks scheduled. FSI does not specify proficiency objectives for these courses since there are many factors producing variation in student performance. FSI does, however, have experience tables which can help those making assignments estimate whether the prospective training has a good chance of meeting agency objectives. Assignment officers are encouraged to consult FSI on recommended lengths of training for individual applicants who have some prior knowledge of the language.

An Advanced Area/Country Study Program, which is an integral part of all language courses in Group A (below) is offered by the School of Area Studies concurrently with language study. (No separate DS-755 is required.) In addition, a two-week intensive seminar on the appropriate region is offered before the start of language training. These seminars are especially recommended for those who will receive 24 weeks or less of language/advanced area training and who have not had recent experience in the region to which they are assigned.

A two-week area studies course immediately precedes or follows almost all FAST courses in Group B (below). All students enrolled in the FAST courses are urged to take these complementary area studies courses. (A separate DS-755 is required for these seminars.)

A-i: Appropriate area training, coded as follows, begins 2 weeks prior to language date.

- | | |
|-------------------------------|-------------------|
| a. Western Europe | e. South Asia |
| b. Eastern Europe and USSR | f. Southeast Asia |
| c. Near East and North Africa | g. East Asia |
| d. Africa, Sub-Sahara | h. Latin America |
| | i. Latin America |

Language / Language Code PROGRAM	FY 1988												FY 1989						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
A. LANGUAGE AND ADVANCED AREA STUDIES																			
Afrikaans (AA)	—	—	—	—	8d	—	—	—	—	—	22d	—	—	—	—	—	6d	—	24 Weeks
Amharic (AC)	—	—	—	—	8*d	—	—	—	—	—	22d	—	—	—	—	—	6*d	—	24/44 Weeks
Arabic (Egyptian & Modern Standard) (AE)	—	—	—	—	8*d	—	—	—	—	—	22d	—	—	—	—	—	6*d	—	24/44 Weeks
Arabic, Formal Spoken & Modern Standard (AD)	—	—	—	—	8*c	—	—	—	—	—	22c	—	—	—	—	—	6*c	—	24/44 Weeks
Arabic (North African & Modern Standard) (QW)	—	—	—	—	8*c	—	—	—	—	—	22c	—	—	—	—	—	6*c	—	24/44 Weeks
Arabic, Formal Spoken & Modern Standard (Advanced in Tunis) (AD)	—	—	—	—	8	—	—	—	—	—	1	—	—	—	—	—	6	—	47 Weeks
Bengali (BN)	—	—	—	—	8*e	—	—	—	—	—	22e	—	—	—	—	—	6*e	—	24/44 Weeks
Bulgarian (BU)	—	—	—	—	8*b	—	—	—	—	—	22b	—	—	—	—	—	6*b	—	22/44 Weeks
Burmese (BY)	—	—	—	—	8*f	—	—	—	—	—	22f	—	—	—	—	—	6*f	—	24/44 Weeks

* From this starting date, 24 weeks only.

PROGRAM	FY-1988												FY-1989					Length of Course	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar
Chinese (Cantonese) (CC)	—	—	—	—	8*g	—	—	—	—	—	22g	—	—	—	—	—	6*g	—	24/44 Weeks
Chinese (Standard) (CM)	—	—	—	—	8*g	—	—	—	—	—	22g	—	—	—	—	—	6*g	—	24/44 Weeks
Czech (CX)	—	—	—	—	8*b	—	—	—	—	—	22b	—	—	—	—	—	6*b	—	24/44 Weeks
Danish (DA)	—	—	—	—	8a	—	—	—	—	—	22a	—	—	—	—	—	6a	—	24 Weeks
Dari (Afghan Persian) (PG)	—	—	—	—	8*e	—	—	—	—	—	22e	—	—	—	—	—	6*e	—	24/44 Weeks
Dutch (DU)	—	—	—	—	8a	—	—	—	—	—	22a	—	—	—	—	—	6a	—	24 Weeks
Farsi (Iranian Persian) (PF)	—	—	—	—	8*c	—	—	—	—	—	22c	—	—	—	—	—	6*c	—	24/44 Weeks
Finnish (FJ)	—	—	—	—	8*a	—	—	—	—	—	22c	—	—	—	—	—	6*a	—	24/44 Weeks
French (FR)	19	23a cd	—	11	8a cd	7	11a cd	16a cd	20a cd	—	22a cd	19	31a cd	28	—	9	6a cd	6	20 Weeks
German (GM)	19	23a	—	—	—	—	11a	—	20a	—	22a	—	31a	—	—	—	6a	—	24 Weeks
Greek (GR)	—	—	—	—	8*a	—	—	—	—	—	22a	—	—	—	—	—	6*a	—	24/44 Weeks
Hebrew (HE)	—	—	—	—	8*c	—	—	—	—	—	22c	—	—	—	—	—	6*c	—	24/44 Weeks
Hindi (HJ)	—	—	—	—	8*e	—	—	—	—	—	22e	—	—	—	—	—	6*e	—	24/44 Weeks
Hungarian (HU)	—	—	—	—	8*b	—	—	—	—	—	22b	—	—	—	—	—	6*b	—	24/44 Weeks
Icelandic (JC)	—	—	—	—	8*a	—	—	—	—	—	22a	—	—	—	—	—	6*a	—	24/44 Weeks
Indonesian (JN)	—	—	—	—	8*f	—	—	—	—	—	22f	—	—	—	—	—	6*f	—	24/32 Weeks
Italian (JT)	19	23a	—	—	8a	—	11a	—	20a	—	22a	—	31a	28	—	—	6a	—	24 Weeks
Japanese (JA)	—	—	—	—	8*g	—	—	—	—	—	22g	—	—	—	—	—	6*g	—	24/44 Weeks
Japanese (Advanced, in Yokohama) (JA)	—	—	—	—	8	—	—	—	—	—	1	—	—	—	—	—	6	—	12/15 Months
Korean (KP)	—	—	—	—	8*g	—	—	—	—	—	22g	—	—	—	—	—	6*g	—	24/44 Weeks
Korean (Advanced, in Seoul) (KP)	—	—	—	—	8	—	—	—	—	—	22	—	—	—	—	—	6	—	44 Weeks
Lao (LC)	—	—	—	—	8*f	—	—	—	—	—	22f	—	—	—	—	—	6*f	—	24/44 Weeks
Malay (ML)	—	—	—	—	8*f	—	—	—	—	—	22f	—	—	—	—	—	6*f	—	24/32 Weeks
Nepali (NE)	—	—	—	—	8*e	—	—	—	—	—	22e	—	—	—	—	—	6*e	—	24/44 Weeks
Norwegian (NR)	—	—	—	—	8a	—	—	—	—	—	22a	—	—	—	—	—	6a	—	24 Weeks
Pilipino (Tagalog) (TA)	—	—	—	—	8*f	—	—	—	—	—	22f	—	—	—	—	—	6*f	—	24/44 Weeks
Polish (PL)	—	—	—	—	8*b	—	—	—	—	—	22b	—	—	—	—	—	6*b	—	24/44 Weeks
Portuguese (PY)	19	23a	—	—	8a	—	11a	—	20a	—	22a	—	31a	28	—	—	6a	—	24 Weeks
Romanian (RO)	—	—	—	—	8b	—	—	—	—	—	22b	—	—	—	—	—	6b	—	24 Weeks

* From this starting date, 24 weeks only

PROGRAM	FY-1988												FY-1989						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Russian (RU)	--	--	--	--	8*b	--	--	--	--	--	22b	--	--	--	--	--	6*b	--	24/44 Weeks
Serbo-Croatian (SC)	--	--	--	--	8*b	--	--	--	--	--	22b	--	--	--	--	--	6*b	--	24/44 Weeks
Sinhala (SJ)	--	--	--	--	8*e	--	--	--	--	--	22e	--	--	--	--	--	6*e	--	24/44 Weeks
Spanish (QB)	19	23a h	--	11a h	8a h	7	11a h	16a h	20a h	--	22a h	19	31a h	28	--	9	6a h	6	20 Weeks
Swahili (SW)	--	--	--	--	8d	--	--	--	--	--	22d	--	--	--	--	--	6d	--	24 Weeks
Swedish (SY)	--	--	--	--	8a	--	--	--	--	--	22a	--	--	--	--	--	6a	--	24 Weeks
Thai (TH)	--	--	--	--	8*f	--	--	--	--	--	22f	--	--	--	--	--	6*f	--	24/44 Weeks
Turkish (TU)	--	--	--	--	8*c	--	--	--	--	--	22c	--	--	--	--	--	6*c	--	24/44 Weeks
Ukrainian (UK)	--	--	--	--	8*b	--	--	--	--	--	22b	--	--	--	--	--	6*b	--	24/44 Weeks
Urdu (UR)	--	--	--	--	8*e	--	--	--	--	--	22e	--	--	--	--	--	6*e	--	24/44 Weeks
Vietnamese (VS)	--	--	--	--	8*f	--	--	--	--	--	22f	--	--	--	--	--	6*f	--	24/44 Weeks

B. FAMILIARIZATION AND SHORT-TERM (FAST) COURSES

(Courses will be scheduled at other times if requirements warrant)

Arabic, Egyptian (QE)	19	--	--	--	8c	--	--	--	20c	--	22c	--	31c	--	--	--	6c	--	6 Weeks
Arabic, Formal Spoken (Replaces Gulf, Hijazi and Levantine) (QE)	19	--	--	--	8c	--	--	--	20c	--	22c	--	31c	--	--	--	6c	--	6 Weeks
Bengali (BN)	--	--	--	--	8g	--	--	--	20g	--	22g	--	--	--	--	--	6g	--	6 Weeks
Chinese (CM)	--	2i	--	--	8g	--	--	--	20g	--	--	--	31g	--	--	--	6g	--	6 Weeks
French (Metrop.) (FR)	19	23a	--	11	8a	7	11a	16a	20a	--	22a	19	31a	28	--	9	6a	6	10 Weeks
French (Sub-Sah.) (FR)	19	23d	--	11	8d	7	11d	16d	20d	--	22d	19	31d	28	--	9	6d	6	10 Weeks
German (GM)	19	--	--	11	--	7a	--	--	20a	--	22a	--	31a	--	--	9	--	6	8 Weeks
Hebrew (HE)	19	--	--	--	--	--	--	--	20c	--	--	--	31c	--	--	--	--	--	6 Weeks
Hindi (HJ)	--	--	--	--	8e	--	--	--	20e	--	22e	--	--	--	--	--	6e	--	6 Weeks
Icelandic (JC)	--	--	--	--	8a	--	--	--	--	--	22a	--	--	--	--	--	--	--	6 Weeks
Indonesian/Malay (JN)	19	--	--	--	--	--	--	2	--	--	--	--	31f	--	--	--	--	--	6 Weeks
Italian (JT)	19	23a	--	--	8a	--	11a	--	20a	--	22a	--	31a	28	--	--	6a	--	10 Weeks
Japanese (JA)	19	--	--	--	8g	--	--	--	20g	--	--	--	31	--	--	--	6g	--	6 Weeks
Polish (PL)	19	--	--	--	--	--	11b	--	--	--	--	--	31b	--	--	--	--	--	6 Weeks
Portuguese (L.A.) (PY)	19	23h	--	--	8h	--	11h	--	20h	--	22h	--	31h	28	--	--	6h	--	10 Weeks
Portuguese (Eur.) (PY)	19	23a	--	--	8a	--	11a	--	20a	--	22a	--	31a	28	--	--	6a	--	10 Weeks

PROGRAM	FY-1988												FY-1989						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Russian (RU)	19	—	—	—	8b	—	11b	—	—	—	—	—	31b	—	—	—	6b	—	6 Weeks
Serbo-Croatian (SC)	19	—	—	—	—	—	11b	—	—	—	—	—	31b	—	—	—	—	—	6 Weeks
Spanish (QB)	19	23a h	—	11	8a h	7	11a h	16a h	20a h	—	22a h	19	31a h	28	—	9	6a h	6	10 Weeks
Thai (TH)	—	—	—	—	8f	—	—	2	20f	—	22f	—	—	—	—	—	8f	—	6 Weeks
Turkish (TU)	19	—	—	—	—	—	11c	—	—	—	—	—	31c	—	—	—	—	—	6 Weeks

SCHOOL OF PROFESSIONAL STUDIES*

PROGRAM	FY-1988												FY-1989						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
POLITICAL TRAINING																			
Foreign Affairs Interdepartmental Seminar (PP-101)	—	—	—	11	—	14	—	16	—	—	—	12	—	—	—	—	—	—	2 Weeks
Foreign Affairs Seminar (PP-104)	—	—	—	—	—	—	—	—	20	—	—	—	—	—	—	—	—	—	1 Week
Intelligence & Foreign Policy (PP-201)	—	—	—	—	—	—	—	—	—	—	—	26	—	—	—	—	—	—	1 Week
Political Tradecraft (PP-202)	—	—	—	4	—	21	—	31	27	25	22	—	—	—	—	—	6	—	3 Weeks
National Security and Arms Control (PP-203)	—	30	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	1 Week
Executive-Congressional Relations (PP-204)	—	—	—	—	—	—	25	—	—	—	—	—	—	—	—	—	—	—	1 Week
Multilateral Diplomacy and International Organizations (PP-210)	—	—	—	—	—	—	11	—	—	—	—	—	3	—	—	—	—	—	2 Weeks
Negotiation Art & Skills (PP-501)	—	—	7	—	—	—	—	2	—	—	—	—	—	—	—	—	—	—	1 Week
Political Functional Intensive (PP-502)	—	—	—	—	—	—	—	—	27	1	—	—	—	—	—	—	—	—	4 Weeks
Labor Officer Course (PL-103)	—	—	—	—	—	—	—	—	13	—	—	—	—	—	—	—	—	—	7 Weeks
ADMINISTRATIVE TRAINING																			
Admin Functional Intensive (PA-241)	—	—	—	—	—	—	—	—	6	11	—	—	—	—	—	—	—	—	3 Weeks
Budget & Financial Management (PA-211)	5	2	—	4	1	7	4	2	6	5	1	6	3	7	—	3	6	3	27 training days
General Services Operations (PA-221)	5 12 19 26	9 16 23 30	— 7 14 —	— 11 19 25	1 8 16 29	7 14 21 28	4 18 25 —	2 9 16 23	6 13 20 27	5 11 25 —	1 8 15,22 29	12 19 — 26	3 11 17 31	7 14 21 28	— 5 — —	9 17 23 30	6 13 27 —	6 13 20 27	
Personnel Management Training Course (PA-231)	19	—	—	4	29	—	11	23	—	11	22	—	3	14	—	9	—	6	25 training days

*Course descriptions start on page 18.

PROGRAM	FY-1988									FY-1989									Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Advanced Disbursing Officer (PA-251)	— Dates to be set by arrangement with PER/FCA —																		
Coping With Violence Abroad (PA-101)	—	—	—	—	—	—	—	—	6	5	1	12	11	14	—	13	9	8	
	—	—	—	—	—	—	—	—	13	11	8	26	24	28	12	26	23	22	
	13	9	7	11	8	7	11	9	20	18	15	—	—	—	—	—	—	—	
	26	23	21	25	24	21	25	23	27	25	22,29	—	—	—	—	—	—	—	2 Days
CONSULAR TRAINING																			
Basic Consular Course (PC-530)	— Continuous Enrollment (Pre-registration required) —																		26 Days
Consular Functional Intensive (PC-531)	—	—	—	4	—	—	—	—	27	—	—	—	—	—	—	3	—	—	5 Weeks
Immigration Law and Visa Operations (PC-102)	— Correspondence Course —																		
Nationality Law and Consular Procedures (PC-103)	— Correspondence Course —																		
Overseas Citizens' Services (PC-104)	— Correspondence Course —																		
Orientation to Overseas Consular Functions (PC-105)	— Continuous Enrollment (Pre-registration required) —																		6 Days
Consular Employees Professional Seminar (PC-106)	— 7 (By Invitation Only) —																6		1-2 Weeks
Consular Seminars (PC-109)	— 21 (By Invitation Only) —																20		1 Week
Passport Examiners Correspondence Course (PC-110)	— Correspondence Course —																		
ECONOMIC AND COMMERCIAL TRAINING																			
Advanced Economic Review Seminar (PE-501)	—	—	—	—	—	—	—	—	—	11	—	—	—	—	—	—	—	—	5 Weeks
Contemporary Economic and Quantitative Analysis (PE-502)	—	—	—	—	—	—	—	—	—	11	—	—	—	—	—	—	—	—	5 Weeks
Foreign Service Economic/Commercial Studies (PE-250)	—	—	—	—	—	—	—	—	—	—	—	6	—	—	—	—	—	—	26 Weeks
Applied Economics for Foreign Affairs (PE-503)	—	—	—	—	—	28	—	—	—	5	—	—	—	—	—	—	—	27	6 Weeks
Orientation to Overseas Economic Function (PE-124)	—	—	—	25	—	—	—	—	27	25	—	—	—	—	—	23	—	—	2 Weeks

PROGRAM	FY-1988												FY-1989						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
EXECUTIVE DEVELOPMENT																			
Advanced Television Workshop (PT-101)	—	—	—	—	—	10	—	—	23	—	—	—	—	—	—	—	—	16	3 Days
Deputy Chiefs of Mission (PT-102)	—	—	—	—	—	—	—	—	12	17	—	—	—	—	—	—	—	—	10 Days
Executive Performance Seminar (PT-103)	—	—	—	—	—	—	4	—	—	—	—	19	—	—	—	—	—	—	5 Days
Inspectors' Management Training (PT-104)	—	—	—	—	—	—	—	—	—	—	—	26	—	—	—	—	—	—	5 Days
Inspectors' Training (PT-105)	—	—	—	—	—	—	—	2	—	—	—	12	—	—	—	—	—	—	2 Days
Program Directors' Management Seminar (PT-106)	28	—	—	—	—	—	18	—	—	—	—	—	26	—	—	—	—	—	3 Days
Foreign Policy Leadership Seminar (PT-119)	—	—	—	24	—	—	17	—	—	—	14	—	—	—	—	29	—	—	20 Days
Ambassadors' Seminar (PT-120)	By Invitation Only																		
Supervisory Studies Seminar (PT-202)	—	—	—	11	—	—	25	—	—	—	—	26	—	—	—	16	—	—	5 Days
Supervision for Experienced Employee (PT-121)	—	—	—	8, 17	—	—	—	16	—	11	—	—	—	—	—	—	13, 20	—	3½ Days
Washington Tradecraft (PT-203)	13	9	—	15	—	—	—	9	—	11	15	19	10	7	—	—	13	—	10 Days
Orientation for OIG Personnel (PT-125)	—	2	—	11	—	7	—	—	—	11	29	—	—	7	—	9	—	8	5 Days
ORIENTATION																			
Orientation Program for Foreign Service Officers (PG-101)	—	16	—	—	1	—	11	—	13	—	13	—	—	21	—	—	—	—	8 Weeks
Orientation Program for Dept. Officers (PN-105)	—	10	—	—	9	—	19	—	21	—	16	—	25	—	13	—	—	—	2 Days
Orientation Program for Foreign Service Personnel (PN-106)	—	2	—	19	—	21	—	31	—	—	1	—	10	—	—	16	—	—	1 Week

PROGRAM

FY-1988 FY-1989

Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Length of course

FOREIGN SERVICE SECRETARIAL TRAINING

Foreign Service Secretarial Training (PK-102) — 23 — — 15 — — — — — — — — — — — — 8 Days

SECRETARIAL BRIEFINGS (PK-127)

First-Time Ambassador's Secretary Briefing (for FS Secretaries) — Individual or Group (Arranged by Appointment) —

Washington Assignment (for FS Secretaries) — Individual or Group (Arranged by Appointment) —

Refresher—Onward Assignments (for FS Secretaries) — Individual or Group (Arranged by Appointment) —

ORIENTATION

Department Clerical Orientation (PK-104) 5 — — 11 — — 4 — — 11 — — 3 — — — — 7 Days

COMMUNICATION COURSES

English & Communication Skills-Written (PK-225) — 30 — — — — 25 — — — — — 14 — — — — 40 Hours

English & Communication Skills-Oral (PK-226) — — — — 16 — — — 7 — — — 4 — — — — 30 Hours

Effective Speaking and Listening Skills (PK-240) 14 — — 13 — — — — 8 — — — 12 — — — — 24 Hours

Effective Writing for Government (PK-241) — — — 5 — — — — 4 — — — — — — — — 24 Hours

Advanced Writing for Managers (PK-134) — 16 — — — — 16 — — — — — 7 — — — — 22 Hours

Career Development Seminar Section I (GS-6 & below) (PK-107) — — — — — — 29 — — — — — 13 — — — — 5 Days

Career Development Seminar Section II (GS-7 & above) (PK-108) — — — — 9 — — — — — 19 — — — — — — 5 Days

SKILLS DEVELOPMENT COURSES

Skills Laboratory (PK-219-223) Shorthand (PK-219/220/221) — 2 — — — — 4 — — — — — — — — — — 72 Hours

Typewriting (PK-222/223) — — — — — — — — — — — — — — — — — 72 Hours

PROGRAM	FY 1988												FY 1989												Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar							

COMMUNICATIONS WORKSHOPS

Introduction to Word
Processing (PK-103)

— Individual or Group Schedule (Arranged by Appointment) —

8-12 Hours

EQUAL OPPORTUNITY SEMINAR

Management Seminar on EEO
for Executives and Supervisors
(PK-137)

— 12 — 21 —

— To Be Announced —

1 Day

INFORMATION RESOURCE MANAGEMENT

Information System

Management Program (PS-212)

— — — — — — — — — — — 6 — — — — —

22 Weeks

Information Systems Operations
Training Program (PS-108)

— — — — — 7 — — — 11 — — — — —

4 Weeks

Systems Specialist Training
(PS-110)

1 — — 4 — — 11 — — 11 — 3 — — — — —

12 Weeks

OVERSEAS BRIEFING CENTER

PROGRAM	FY 1988												FY 1989												Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar							
American Studies, Cross Cultural Adaptation & Logistics of Foreign Service Life (MQ 101)	—	—	—	—	8	—	18	—	20	—	—	26	—	—	—	—	6	—	2 Weeks						
Community Skills (MQ 102)	26	—	—	—	—	21	—	—	—	—	—	—	—	14	—	—	—	—	1 Week						
Employment Planning for the Mobile Foreign Service Spouse (MQ 103)	6	—	—	—	2	—	—	24	—	—	—	—	11	—	—	31	—	—	4 days						
Regulations, Allowances and Finances (MQ 104)	—	23	—	—	24	—	13	—	8	—	—	7	—	8	—	—	22	—	3 days						
Going Overseas for Families (Saturdays) (MQ 105)	17	—	—	—	—	12	23	—	11	—	—	—	—	—	—	—	—	11	1 day						
Singles and Couples (Saturdays and Wednesdays)	17	—	—	27	—	16	—	18	—	—	—	—	—	—	—	25	—	15	1 day						
Teens (Saturdays)	—	—	—	—	—	—	—	14	—	—	—	—	—	—	—	—	—	—							
Transition Workshops (MQ 106)																									
Foreign Born Spouses	16	—	—	—	—	—	—	—	—	—	—	—	26	—	—	—	—	—	1 day						
Families, Singles, Couples (Saturdays)	—	7	—	—	—	—	—	—	—	—	—	24	—	5	—	—	—	—	1 day						
Teens	24	—	—	—	—	—	—	—	—	—	—	17	—	—	—	—	—	—	1 day						
Parenting Teens Through Re-entry	—	6	—	—	—	—	—	—	—	—	—	—	—	3	—	—	—	—	1 day						
Teaching English (MQ 107)	19	—	—	—	—	—	—	9	—	—	—	—	17	—	—	—	—	—	5 days						
Ad Hoc Seminars (MQ 108)																									
Education Seminar: Educating Foreign Service Children While Posted Abroad	—	—	—	—	—	—	—	5	—	—	—	—	—	—	—	—	—	—	1 day						
Education Seminar: College Admissions for the FS Child	—	5	—	—	—	—	—	—	—	—	—	—	—	2	—	—	—	—	1 day						
Parenting Seminar: Encouraging Resiliency in the Foreign Service Child	—	—	—	—	—	—	—	4	—	—	—	—	—	—	—	—	—	—	1 day						
Deputy Chiefs of Mission and Spouses Seminar	— To be announced —																								
Ambassadorial Spouses Seminar	— To be announced —																								

*Course descriptions are on page 30

POLITICAL TRAINING

Foreign Affairs Interdepartmental Seminar (PP-101)

An intensive exposure to major issues involved in the formulations, coordination, and execution of U.S. foreign policy. Emphasis is placed on current foreign and national security problems, domestic factors affecting policy, and such critical international issues as food, population and energy. Special attention is also given to the North-South dialogue.

The plenary sessions focus on broad policy problems and their interdependence. Regional study groups provide participants an opportunity to examine issues peculiar to major geographic areas of the world, and to discuss the manner in which the U.S. Government coordinates and implements its policy in these areas.

The seminar draws its speakers and discussions leaders from the Government, foreign embassies, universities, and the business world. All speakers are recognized authorities in their fields by virtue of official position, extensive experience, or scholarly work. The interdepartmental nature of the seminar and the intimacy of the small regional study groups allow the participants to gain an appreciation of the viewpoints of the other government agencies and the role each agency plays in foreign policymaking and execution.

Foreign Affairs Seminar (PP-104)

This seminar is intended to provide selected White House Interns an advanced level, intensive exposure to the formulation, coordination, and implementation of U.S. foreign policy. Sessions examine a variety of topics such as the foreign policy process, major domestic and international factors affecting U.S. foreign policy, and issues, trends, and U.S. interests in particular regions of major current concern.

Intelligence and Foreign Policy (PP-201)

An intensive exposure to the field of intelligence and its contribution to foreign policymaking and to the structure and functions of the intelligence community. The contents of the course are highly classified. Lecturers are drawn from the academic and intelligence communities and includes non-governmental authorities on the intelligence function.

Political Tradecraft (PP-202)

This course is intended for all officers, regardless of cone, going to their first overseas assignment as political officers. As a "tradecraft course" it emphasizes the operational responsibilities of the political officer and uses substantive information from the onward assignment post of each officer as part of the skill building exercises in such areas as drafting, interviewing, briefing.

National Security and Arms Control (PP-203)

This course for foreign affairs and military professionals is intended to provide a sophisticated understanding of arms control theory and practice. It examines how arms control fits into the broader spectrum of national security issues; the forces and capabilities that constitute the coinage of trade-offs; the military, political, and security issues that affect negotiations; and the structure of the arms control community and how it arrives at decisions.

Executive-Congressional Relations (PP-204)

A look at the current leadership and organization of Congress, the views of Capitol Hill on the role of Congress in foreign policymaking, and the foreign affairs issues currently of most concern to Congress. All five days are conducted on Capitol Hill. Speakers include Members of Congress, staff aides, State Department officials, and noted scholars.

Multilateral Diplomacy & International Organizations (PP-210)

This course is designed to acquaint the participant with the steadily expanding field of multilateral diplomacy, one which is quite different from the more traditional bilateral approach to diplomacy. Participants examine the origin, structure, functions, and activities of various U.N. organizations and key regional organizations to which the U.S. belongs. The course describes the legal, administrative, and budgetary aspects of the U.S. and U.N. policies, discusses current political and economic issues on the agenda of these organizations and describes how one operates within the confines of these policies. In addition, the participant develops an understanding of how U.S. policy towards these organizations is formulated and then carried out and how the organizations themselves operate.

Negotiation Art and Skills (PP-501)

This is a course designed to provide the participant with an in-depth opportunity to increase proficiency in the techniques of negotiation. Using both bilateral and multilateral models, participants engage actively in simulation exercises in which they reinforce their knowledge of negotiating skills. Speakers and discussion leaders include experienced negotiators from both government and non-government areas.

Political Functional Intensive (PP-502)

This is a four-week program designed for political officers who have completed at least one tour in cone overseas and are proceeding to a second political job overseas. The emphasis is on improved analytical and operational skills in the context of overseas work.

Given the diversity of Washington based roles for political officers and the necessity to focus this course clearly, officers assigned to the Department should normally not attend until they anticipate an overseas assignment.

Labor Officer Course (PL-103)

An intensive examination of the role of labor in the world and of the labor attache in American diplomacy. Officers enroute to labor attache assignments are required to participate in this course, which is designed to prepare them for dealing with host country government, trade union, employer, and academic groups. In addition to supplying the ideological, cultural, and political backgrounds of the U.S. and foreign labor movements, the course covers the economic and administrative aspects of industrial relations issues and labor ministry functions. Participants are familiarized with relevant U.S. Government (USIS, AID), academic, and private programs that can be drawn on to further U.S. objectives in the labor field. Labor aspects of economic, political, defense, intelligence, and other functions of U.S. missions abroad are reviewed. One week is spent in an internship with a trade union operating at the local level.

ADMINISTRATIVE TRAINING

Administrative Functional Intensive (PA-241)

This course is intended for recently tenured Administrative Officers. It provides a detailed model of professional management and subjects the student to a rigorous examination of his or her personal management style. The instruction also concentrates on vital management skills such as drafting, oral presentations, negotiating, and the use of Lotus 1-2-3 and project management software. Participants should have completed the GSO, PER and B & FM courses prior to enrollment. This requirement can be waived by the course instructor.

Budget and Financial Management (PA-211)

The Budget and Financial Management Course provides specialized training in budget formulation, financial planning, cashier operations, resource management, internal controls, and departmental accounting policies and procedures. The course consists of self-instruction modules on basic B & FM tasks, individual and class exercises which simulate typical work situations, instruction on the use of computer applications, and class discussions on both budgetary and fiscal theory and practice.

General Services Operations (PA-221)

The General Services Operations Course is for Foreign Service personnel assigned overseas to general services work areas. It provides intensive specialized training in Foreign Service procurement, contracting and property management.

The course is instructor and lecturer presented interspersed with case studies and practical exercises. The purpose of this course is to produce knowledgeable Foreign Service specialists for general services support positions abroad.

Personnel Management Training Course (PA-231)

The Personnel Management Training course is for Foreign Service Personnel who will be assigned overseas to personnel services work areas. It is designed to give participants a basic operational knowledge of the principles of American and Foreign Service National Employee personnel administration.

The course is instructor and lecturer presented interspersed with case studies, learning materials, and practical exercises. The purpose of this course is to provide Foreign Service Officers with the necessary tools to manage the Mission's personnel administration program.

Advanced Disbursing Officer Course (PA-251)

This course is designed for all American Foreign Service Personnel assigned abroad to encumber a Disbursing Officer position at a Financial Management Center. This course provides basic instruction in the laws and regulations governing Disbursing Officer work and provides the course participants with the opportunity to develop appropriate skills through the use of hands-on exercises utilizing the Wang computer and a practice database. Successful completion of the Budget and Financial Management Course is prerequisite for this course.

Coping With Violence Abroad (PA-101)

The Seminar provides employees and their families a better understanding of the types of threats they may face while assigned abroad. It also explains what steps the government is taking to minimize the danger and explains techniques individuals can use to cope with the potential violence abroad. Attendance is mandatory for all employees of State, AID, and USIA going on overseas assignment who have not attended the seminar since January, 1983. Adult dependents (16 years of age and over) are also strongly urged to attend.

CONSULAR TRAINING

Basic Consular Course (PC530)

The Basic Consular Course offers an intensive exposure to immigration and nationality law and the three volumes of the Foreign Affairs Manual dealing with consular affairs. The objective is to provide Foreign Service officers assuming consular positions abroad or in the Department with the capability to apply the law and regulations accurately and effectively. The training, which takes place in a setting simulating a consular office abroad, is given in three parts: 1) immigrant and non-immigrant law and service, 2) nationality law and citizenship documentation, and 3) citizens emergency services. Rotating among different offices in "ConGen Rosslyn", students are introduced to the law and regulations through study guides and lectures. In addition to extensive written exercises that test the student's understanding of the material, practice in applying it is obtained in role plays and simulations based on actual cases.

The program is also available to experienced officers who need retraining in one or all of the consular specialties (Passport/Citizenship, Special Consular Services, or Visa) in preparation for an ongoing assignment. Examinations are given in each of the three segments.

Consular Functional Intensive (PC-531)

A course for tenured consular officers, preferably with two tours in cone. Its major goals include: to provide consular officers with the supervisory tools and management training they will require over the next 10 years; to ensure that they have an understanding of the context of consular work; to update and sharpen their professional expertise; and to reinforce written and oral communications skills. Consular officers proceeding to overseas consular assignments or being assigned to a Washington position in either the Bureau of Consular Affairs or the Bureau of Refugee Affairs will benefit most from this course. The course is not intended for officers who already have had the Mid-Level Professional Development Course.

Immigration Law and Visa Operations (PC-102) correspondence course

Nationality Law and Consular Procedures (PC-103) correspondence course

Overseas Citizens' Services (PC-104) correspondence course

Enrollment in the above correspondence courses is intended primarily for Foreign Service national employees working in consular positions. Modeled after the Basic Consular Course, these courses are designed to help the national employee understand the large and complex body of laws and regulations with which he or she works. Through self-study guides each course takes the student through relevant sections of the Immigration & Nationality Act and the Foreign Affairs Manual while introducing the student to the basic principles and procedures of consular work. Each course includes quizzes which help the student identify areas needing further study and a final examination. Information on administration of the courses at post is found in 84 State A-680.

Orientation to Overseas Consular Functions (PC-105)

A six day orientation course on the consular function overseas. It is offered for foreign service officers of the Foreign Affairs agencies who are assigned abroad with consular titles. The training involves intensive reading for familiarization with the three consular areas of visas, passports, and nationality, and overseas citizen services. Readings are supplemented by self-instructional guides, video tapes, and presentations by training officers. An examination and critique are given on day six. This course is not intended for officers who will be assigned to position with responsibilities for regularly carrying out consular duties.

Consular Employees' Professional Seminar (PC-106)

This Seminar is offered to Foreign Service National employees occupying consular positions or performing consular functions abroad. Sessions of the seminar may be held in Washington or on a regional basis at selected posts abroad. It gives participants an analytic and interpretive view of the consular function from the perspective of the Department of State and offers employees an opportunity to exchange information and discuss problems of mutual concern to participants. Because participants explore all consular functions, the seminar also enhances post cross training programs. Enrollment is by invitation.

Consular Seminars (PC-109)

Professional seminars for consular officers working in specific functional areas are held on an occasional basis to enhance operational efficiency and to exchange information and experience that will contribute to improved operations. Previous seminars have focused on automation, anti-fraud activities, and passport agency management. Enrollment is by invitation.

Passport Examiners Correspondence Course (PC-110)

Enrollment in this course is intended primarily for examiners working at the domestic U.S. passport agencies. The course presents the basic concepts and legal foundations of U.S. nationality law. Self-study guides take the student through relevant sections of the Immigration and Nationality Act and the Department's regulations and instructions on passport adjudication. Exercises, case studies, and quizzes are based on actual passport agency operations. The course is administered through the employee's agency of assignment with a final examination provided by the Institute.

ECONOMIC AND COMMERCIAL TRAINING

Advanced Economic Review (PE-501)

This course is required for Officers assigned to mid-career university training for graduate study in economics, business, or systems analysis and, with the consent of the instructor, may be taken by other Foreign Service and Civil Service personnel.

Instruction is designed to prepare the Officers for economic theory and quantitative methods courses at the graduate level. The mathematics component presents the elements of calculus and matrix algebra likely to be required in graduate economic theory courses as well as a brief review of statistical inference. The economic component reviews macro and micro theory at the intermediate level.

Contemporary Economics and Quantitative Analysis (PE-502)

This course is required for Officers assigned to mid-career university training in areas other than economics, business, or systems analysis and may be taken by other Foreign Service and Civil Service personnel interested in its content.

The purpose of the course is to prepare students for the increased quantitative and analytical content they will encounter in social science departments, and to provide the economic tools necessary to understand contemporary domestic and international political/economic policy questions. The course requires little or no background in economics or math and is designed to provide the economic literacy and background which should be known to any diplomat regardless of functional specialty. The quantitative portion of the course provides a review of algebra, functions, graphs, and an introduction to statistics and statistical methods. The math is integrated with courses on micro and macro economics, and international trade and finance.

Foreign Service Economic and Commercial Studies Program (PE-250)

The Foreign Service Economic and Commercial Studies Program is an intensive and comprehensive program of economic training designed to give participants the equivalent of a strong undergraduate major in economics with additional professional instruction in commercial subjects. Participants are carefully selected on the basis of demonstrated ability to do mature academic work, on the basis of their record in the Foreign Service or other government agency, on their motivation and on their past academic performance. No prior economic knowledge or training is required. The program is intended for E/C Officers and others who desire several economic and commercial assignments and is designed to qualify the participants to fill a broad range of economic/commercial positions in the field and in Washington.

This program aims to develop the analytic framework necessary to do sound economic analysis and the factual/institutional knowledge necessary to translate the analysis into policy. While the six month program is formally divided into twelve tested and graded courses, as well as other nontested areas of study, it is unified by the flow of the material from the theoretical to the applied and by the conscious repetitive reinforcement of basic economic and statistical principles. As a rule the material of one course flows into and becomes part of subsequent courses. Mathematics and statistics, as well as the computer, are used to provide the quantitative dimension of economic analysis.

The tested and graded portion of the program consists of micro economic theory, macro economic theory and national income accounting, mathematics (algebra, matrix algebra, and calculus), public finance, statistics, international trade, money and banking, international finance, econometrics, international business corporate finance, and economic growth and development. To these are added lectures on history of economic thought, computer programming, topics in applied econometrics, and comparative economic systems.

Applied Economics for Foreign Affairs (PE-503)

This functional intensive course for economic cone officers going to a substantive economic reporting position overseas or mid-level economic position in the Department, consists of six weeks of intensive graduate-level study of applied economics. The course will emphasize policy and analysis. It is assumed that all students will have as a minimum a strong under-graduate minor in economics, defined as six courses in economics or five economics courses plus statistics or mathematics. The program starts with a brief review of theory with application to the U.S. economy. Thereafter, units focus on international issues, such as trade, finance and development, and students apply their knowledge to a reporting exercise (written and oral) concerning their onward assignment. Sessions on writing and foreign service reporting, as well as briefing techniques, are included. There is a heavy emphasis on developing the Officer's ability to perform financial analysis.

Orientation to Overseas Economic Function (PE-124)

This course is designed for State Department officers assigned to a first tour economic position in a U.S. mission abroad. It orients the students to the role an economic officer plays in meeting U.S. foreign policy objectives, and gives some familiarity with the techniques of Foreign Service economic work. Course content draws on typical reporting by Embassy economic sections.

EXECUTIVE DEVELOPMENT

Advanced Television Workshop (PT-101)

This three-day workshop for senior officers is designed to enrich and strengthen the capacity to inform the public of official positions on foreign policy matters. The focus is on public speaking in the television context. Special attention is given to speaking effectively in televised interview situations. Participants receive individualized attention.

Deputy Chiefs of Mission Seminar (PT-102)

This seminar, the first week of which is held off-site, addresses the special management responsibilities of the Deputy Chief of Mission through case study discussions, group exercises, readings, and guest speakers. Stress in the first week is on the DCM's relations with the Chief of Mission and with subordinate officers and on action planning through the development of Mission Goals and Objectives. The second week covers such subjects as the management of Mission resources, personnel, the security function, dependent and community issues at post, the intelligence function, and communicating with the Department of State principals. Special attention is given to the DCM's role as post manager and to the importance of interagency coordination overseas.

Executive Performance Seminar (PT-103)

The Executive Performance Seminar is designed for mid-career professionals. It is intended to help participants manage themselves more effectively as well as work more productively with peers, subordinates, and supervisors. The Seminar defines some essential management skills and provides opportunities for participants to practice them using case studies, simulations, group discussion and exercise, films and readings. Seminar materials are based on actual Foreign Service and Department of State situations.

Inspectors' Management Training (PT-104)

This seminar is designed to enhance Foreign Service Inspector's capacities to evaluate managerial performance in the field and the Department and to provide information on management skills and techniques. Particular attention is paid to the principles of Management by Objectives.

Inspectors' Training Seminar (PT-105)

This course deals with specific aspects of the inspection process with particular emphasis on fact gathering and interviewing techniques.

Program Directors' Management Seminar (PT-106)

This seminar is designed for senior officers who are serving for the first time as Office Directors or Country Directors and who have been in their jobs for six months or less. The Seminar uses readings, case studies, discussions, and exercises to further develop participants' understanding of the program direction role and to develop their management skills.

Foreign Policy Leadership Seminar (PT-119)

The Seminar's purpose is to develop and enhance performance and leadership capabilities of mid and senior officers who manage policy, resources and/or people. The course will assist participants to assess themselves as leaders, to build leadership skills in themselves and others and to practice some of those skills. The Seminar will also include time to reflect on the purpose, role, and work of the Department of State.

Ambassadors' Seminar (PT-120)

This course is for career and non-career Ambassadors-designate who will be assuming for the first time the duties of a Chief of Mission abroad. The Seminar addresses the unique leadership and management responsibilities of the Ambassador and reviews some major foreign policy issues. It offers as well an orientation to the Department and to Embassy organization and representation for non-career ambassadorial appointees.

Supervisory Studies Seminar (PT-202)

The Supervisory Studies Seminar is a course for first-time supervisors. The course helps participants acquire the fundamentals of supervision through assessing and developing their individual strengths and to make the important transition from peer to supervisor within the Department of State organizational environment. The course covers situational leadership, planning, delegating and motivating effectively, time management, and communication skills. Discussion and group exercises are used with an emphasis on preparing participants to apply what they have learned in their work place.

Supervision for the Experienced Employee (PT-121)**Washington Tradecraft (PT-203)**

This course introduces officers who have not held a previous Washington assignment to the complexities of operating effectively in the Washington bureaucratic environment. Material to be covered includes Department of State functions and interactions with other foreign affairs agencies, Department of State drafting formats and techniques, information flows in the Department, and time management and priority setting. All State officers, regardless of cone, facing their first assignment in the Department will normally be scheduled to attend this course within eight weeks of assuming their Washington assignment.

Orientation for OIG Personnel (PT-125)

The course is designed to help OIG personnel understand how the Department of State and missions overseas work and interact with each other. The five-day training will also introduce participants to certain practices within the Department, e.g. cable writing, preparing for overseas trips and interacting with host government officials.

ORIENTATION TRAINING

Orientation Program for Foreign Service Officers (PG-101)

This program provides the initial introduction to the Foreign Service for all incoming Foreign Service Officers. Foreign Service Information Officers participate in 6 days of the course during their orientation program.

The emphasis of the course is on orientation to the Foreign Service rather than specific job training. The program provides an introduction to the Department of State, the related foreign affairs agencies of the U.S. Government, and the role and responsibilities of a Foreign Service Officer. Through lectures, exercises and case studies, participants are introduced to the specific skills required of new officers, including the specialized writing needs of the Service, interpersonal skills, management, negotiation, and cross-cultural awareness.

Orientation Program for Department Officers (PN-105)

This is a two-day orientation program which introduces new Department officers to the organization and functions of the Department, its relationship with our overseas missions, and its role in the formulation of foreign policy. An administrative segment includes a half-day security program and an explanation of the Department's personnel system.

Orientation Program for Foreign Service Personnel (PN-106)

This one-week program is designed to introduce newly appointed Foreign Service Staff and Specialists to the structure and functions of the Department and the Foreign Service prior to their initial overseas assignments. In addition to a half-day security program, participants receive an introduction to the Foreign Service personnel system, plus segments on cross-cultural awareness and working and living abroad.

COMMUNICATION AND CLERICAL SKILLS TRAINING

FOREIGN SERVICE SECRETARIAL TRAINING

Foreign Service Secretarial Training (PK-102)

This course is designed to provide Foreign Service secretarial personnel, through a series of simulated office experiences, with training specifically related to the clerical activities of the Foreign Service. The course is conducted in the OFFICE SKILLS DEVELOPMENT CENTER utilizing the specially designed self-paced, instructor-monitored, modular training system. It emphasizes the procedures and practices of Foreign Service correspondence and other forms of overseas communications. Also included are various lectures concerning the human relations aspects of living abroad. Self-paced, instructor-monitored briefings are also scheduled on an individual basis—4 to 8 hours each segment.

SECRETARIAL BRIEFINGS (PK-127)

First-Time Ambassador's Secretary's Briefing (for Foreign Service Secretaries)

A programmed, self-paced, instructional 4-8 hour briefing for Foreign Service secretaries assuming duties in an Ambassador's office for the first time—career or political assignment. The briefing, conducted and monitored by a Foreign Service staff member, covers the many details that need special attention in the Ambassador's office, such as social calendars, daily schedules, appointments, arrival of an Ambassador at post, guest lists, protocol, residence management, etc.

Washington Assignment (for Foreign Service Secretaries)

This briefing is designed to aid Foreign Service secretaries assigned to the Department in making the transition from the procedures and formats used abroad to those currently used in the Department. Self-study training will be available in the current Departmental formats. Information will be provided concerning Departmental operational procedures, i.e., production and processing of documents through the Secretariat, etc. The structure of the Department will be reviewed, as well as the management of individual offices.

Refresher—Onward Assignment (for Foreign Service Secretaries)

This briefing is designed to give Foreign Service secretaries going to onward assignments an opportunity to review procedures and formats. They will be provided with current reference materials to take to post. It will also give them the opportunity to arrange for self-paced, instructor-monitored word processing training. During the course of the briefing, the FS secretaries will be asked to provide details concerning the duties and responsibilities in their previous assignments. This information will aid CCSD in structuring the training for incoming FS secretaries.

ORIENTATION

Departmental Clerical Orientation (PK-104)

This course is designed to introduce Civil Service clerical personnel, through a series of simulated office experiences, with the professional and technical tools of a clerical position. The course is conducted in the OFFICE SKILLS DEVELOPMENT CENTER utilizing the specially designed self-paced, instructor-monitored, modular training system. It emphasizes office procedures and methods, security regulations, correspondence and communications forms and formats, such as vouchers, telegrams, airmails, memoranda, letters and the mail system. Self-paced, instructor-monitored briefings are also scheduled on an individual basis.

COMMUNICATION COURSES

English and Communication Skills - Section I - Written (PK-225)

This course provides a thorough review of the fundamentals of English grammar, punctuation, spelling, and word study. It also provides instruction in the use of the dictionary and current editions of reference manuals for typists and stenographers as business communication reference sources. Use of correct standard oral communication, while integrated throughout the course, is given special emphasis in specific units of work. An English inventory quiz covering fundamentals, which all participants take the first day of the course, serves as a guide to development of objectives and course content. Classroom activities are designed to give participants opportunity to apply in a variety of situations the fundamentals that they are studying. Section I (on that score) may be a prerequisite for enrollment in Section II. The course is designed to serve as a prerequisite for enrollment in Section II of this course, which reinforces correct oral and written English usage through establishing correct patterns of oral responses.

English and Communication Skills - Section II - Oral (PK-226)

This is a 40-hour innovative and successfully tested course to increase proficiency in correct oral written English usage through establishing correct patterns of oral responses. Satisfactory completion of Section I of the course, or the equivalent as demonstrated by a skills proficiency test, will be considered as a prerequisite for enrollment. Effective Speaking and Listening Skills, PK-138, is recommended as a follow-up course. The course is available to any clerical employee whose career advancement is often impeded by a "sub-standard" manner of speaking. Having improved spoken English, the employee should be able to function more effectively in the present job.

Effective Speaking and Listening Skills (PK-240)

Communication is a two-sided process: it involves both the sending and receiving of a message. A message sent but not received has not been communicated. A spoken message, no matter how original, clear, loud, or thoughtful, communicates nothing if it goes unheard. SENDER—MESSAGE—RECEIVER are the three components of communication. Upon completion of this course, participants should have developed more effective oral skills and listening skills through an understanding of the complexities of human communication, and their own communication styles and skills. In addition, they should have developed strategies and a plan of action for continued improvement.

Effective Writing for Government (PK-241)

This course is designed for first- and second-line professionals and/or managers whose work responsibilities include the drafting, for their own signature or the signature of others, of correspondence for Government. After reviewing the basic fundamentals of written communication such as style, word choice, audience level, brevity, clarity, economy, and logic, participants complete a series of classroom and outside assignments ranging from a simple memo to a briefing paper and short research report for critique and evaluation. Assignments are made at the level of the participants' present or projected responsibility in the office.

Advanced Writing for Managers (PK-134)

This is an advanced writing seminar designed for senior officers whose responsibilities include the drafting of briefing papers, technical reports, and other forms of high-level written communication. The seminar emphasizes the general principles that apply to all good drafting, gives special emphasis to the development of guidelines that are pertinent to the solution of many special problems encountered in writing on technical subjects. A professional writing consultant conducts this course. In addition to twelve hours of group sessions, each participant is scheduled for a one-hour private session to work with the consultant to review and analyze any specific individual needs. Class enrollment is limited to 10 participants at ranks of FO-4 thru FO-1, or Civil Service grade equivalents.

Enrollment is accepted on a first-come, first-served basis. Upon notification of admission, applicants must submit three writing samples of unclassified correspondence or reports for the area in which he or she is assigned.

Career Development Seminar, Section I (GS-6 and Below) (PK-107)

This comprehensive seminar for junior secretarial and support staff is designed to examine and emphasize those elements of career identification that lead to upward mobility career development. A team of government and non-government instructors presents through the use of case studies, role play, and lectures a broad range of skills, techniques, and knowledges in the understanding of business management and supervision; the implications of office technology and how to use it efficiently; the interpretation and use of data; principles of psychology and management of stress; developing positive work attitudes; and working productively with people through the effective use of oral and written communication.

Career Development Seminar, Section II (GS-7 and Above) (PK-108)

This comprehensive seminar for senior level secretarial and support staff is designed to give these professionals the personal aspects of their working environment. A team of government and non-government instructors assists the participants in understanding the employment system and the importance of identifying and filling employer needs; identifying professional skills and strategies that lead toward upward mobility; development of decision-making techniques through the management of their work environment and the control of stress; setting long- and short- range goals and objectives; developing positive attitudes; and developing self-confidence through the effective use of oral and written communications skills; and the use of psychology in working with people. The format includes case studies, group discussion, lectures and role play.

SKILLS DEVELOPMENT COURSES

Introduction to Word Processing (PK-103)

Typewriting (PK 222/223)

Shorthand (PK 219-221)

With the opening of the OFFICE SKILLS DEVELOPMENT CENTER, an innovative approach to the development and mastery of office skills is available—an INDIVIDUAL SELF-PACED INSTRUCTOR MONITORED SYSTEM, in which secretarial and clerical personnel at any level of skills competency may enroll for beginning, intermediate- (refresher), and/or advanced training.

Depending upon aptitude, motivation, and objectives, each enrollee progresses from one level to the next as requirements are completed.

This is a nine-week laboratory course scheduled for four days a week for three hours each day. Participants are required to spend a minimum of only two hours each day, four days a week in the laboratory until stated objectives have been achieved and certified by the Division. PRE-TESTS ARE GIVEN TO DETERMINE ENTRY LEVEL PRIOR TO ENROLLMENT.

EQUAL OPPORTUNITY SEMINAR

Management Seminar on EEO for Executives and Supervisors (PK-137)

The seminar consists of a day-long series of discussions, audio visual presentations, and practical assignments. This is not an "awareness" session, but a management training course designed to enhance your effectiveness in providing leadership to prevent EEO complaints by addressing the situations which give rise to them, as well as the rights and responsibilities of all employees under the laws, regulations, and Department policy governing EEO. At the end of the course, participants will be able to:

- Understand basic EEO principles as an integral part of good sound management practices in both Civil Service and Foreign Service settings. Understand the concept of Affirmative Action and their role in its implementation.

- Identify and address barriers to ensure Equal Employment Opportunity.

- Understand the EEO laws, regulations, procedures, and policies established to protect the rights of the employer, employees, and applicants for employment.

- Understand their rights and responsibilities as a Complainant, Alleged Discriminating Official (ADO), Witness or Representative in an EEO complaint.

The seminar covers such topics as: Prima Facie Discrimination, Reasonable Accommodation, Effect/impact of Discrimination, Sexual Harassment.

INFORMATION RESOURCE MANAGEMENT

Information Systems Management Program (PS-212)

This course prepares students to be effective managers of information and computer systems at overseas missions. The program consists of extensive hands-on work with computers, centering on the same equipment and software applications that are currently in use domestically and abroad. The conceptual framework of information systems and operations management is included in the program to integrate practical problem solving simulations and exercises. Topics include systems analysis and project management, data base management systems/information resources management, operating systems, telecommunications and programming in the BASIC, COBOL and Wang VS Procedure languages.

Graduates of this program can expect to be assigned as managers of computer systems in missions abroad. Foreign Service Officers may return to their regular functional career specialities following one or two assignments in the systems area. Officers returning to their regular functional duties will carry with them information resource management skills, and will be major assets in using and managing information systems technology in all areas of foreign affairs work.

Information Systems Operations Training Program (PS-108)

This is a rigorous and intensive course which prepares students to serve as part-time Systems Managers or Operators of Wang VS minicomputer installations at overseas missions. Students participate in hands-on practical problem solving activities and in technical management tasks on a computer system similar to those at Department posts. Topics covered include hardware and software configuration, Department software applications, systems security, limited high level programming, troubleshooting skills and the use of standard operating system utility programs.

Students may have little prior experience with computers but on the job at post they will be responsible for the operation and management of sophisticated systems with little or no direct technical supervision. Therefore, students are exposed to methods and procedures which they must further develop on the job, and they learn to use available technical documentation to further develop their skills in solving practical simulated problems such as they may encounter.

This course is not intended for future systems managers. The 22 week course, PS 212, is for that purpose.

Systems Specialist Training (PS-110)

This course was developed as a result of the Inman Initiative to enhance the Department's security posture overseas. It trains outside hires (Foreign Service Specialists) as information and computer system managers to run overseas computer centers. Graduates will manage and use on-line systems critical to the overseas tasks of the Department of State and the other foreign affairs agencies at embassies. Particular emphasis is placed on physical and information systems security.

Computer participants enter with extensive computer knowledge and experience, but most have little knowledge of the Department and the foreign affairs environment. Therefore, this course covers all aspects of orientation to the Foreign Service as well as overseas computer operations. Specialists in this course learn specific skills relating to the minicomputer systems in use by the Department and their overseas data processing applications. In addition, participants acquire skills needed to operate within the Foreign Service environment: knowledge of Department organization, knowledge of the Foreign Service and what is required of a Foreign Service Officer, and knowledge of the overseas Embassy environment and organization. This includes awareness of the ADP needs of the specialized programs of the foreign affairs agencies served.

Graduates of this program can expect to be assigned as Systems Managers at post overseas, running and managing minicomputer systems. The course is rigorous and includes extensive hands-on work with computers. Students are given practical case studies to solve to help them meet the demands they will face overseas. Topics include file management utilities, CUE, operations management, Department applications, the Operating System, Writing and Briefing Skills, and Telecommunications, as well as hardware and software troubleshooting.

OVERSEAS BRIEFING CENTER

American Studies, Cross Cultural Adaptation, and the Logistics of Foreign Service Life (MQ-101)

This seminar offers sessions on American politics, economics, history and art. Workshops in intercultural communication are presented as well as other topics of importance to people interpreting and representing the United States abroad. Individuals returning to the Washington area will find the course of assistance in updating their understanding of current trends in the U.S. Speakers are drawn from metropolitan universities, private organizations, the State Department, and other government agencies.

Community Skills (MQ-102)

This workshop examines the nature of community mental health and explores techniques of assessing the needs of a community. Participants engage in sessions on such topics as stress management, paraprofessional counseling, drug and alcohol abuse, and techniques for organizing and facilitating workshops. This course is useful for anyone interested in playing a contributing role in the overseas or Washington community.

Employment Planning for the Mobile Foreign Service Spouse (MQ-103)

Frequent moves and overseas tours create employment difficulties for many spouses. This workshop, running from Tuesday through Friday, focuses on utilizing overseas assignments to contribute to an overall employment plan and gives specific directions on identifying skills, writing resumes, and interviewing. Participants returning to Washington are encouraged to register for a re-entry workshop.

Regulations, Allowances and Finances (MQ-104)

Participants in this three-day program will work with State Department experts in interpreting allowances, services, and benefits. Legal and financial experts will brief the group on general aspects of financial, retirement and estate planning, use of power of attorney, definition of legal residence, and other topics.

Going Overseas (MQ-105)

This one-session workshop deals with the process of preparing for an assignment abroad. Topics include developing realistic expectations, setting personal priorities, coping with interrupted activities and relationships, and sharpening communications skills.

Transition to Washington for Families, Singles and Couples (MQ-106)

This program defines many of the stresses adults, children and teens experience on their return to the U.S. from an overseas tour and demonstrates techniques for accelerating adjustment to a Washington assignment. Participants receive handouts covering practical information on settling in Washington.

Transition to Washington for Foreign Service Teens (MQ-106)

Teenagers returning to the U.S. after living abroad often find surprising, puzzling and occasionally difficult issues confronting them. This workshop helps define the particular dynamics of "coming back home" and demonstrate healthy, helpful ways of dealing with stress and re-entry.

Transition to Washington for Foreign Born Spouses (MQ-106)

This program is designed to facilitate the adjustment of foreign born spouses to the Washington area and U.S. culture.

English Teaching Seminar (MQ-107)

Presented in cooperation with the English Teaching Division of USIA, this one-week course provides an introduction to materials and methods for teaching English as a foreign language. There are no prerequisites.

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